

JAKARTA PE

DISPOSAL COMMITTEE

Bidding Documents

Name of Project

**Disposal one (1) Unserviceable Motorcycle of
the Philippine Embassy in Jakarta**



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES
KEDUTAAN BESAR REPUBLIK FILIPINA
JAKARTA

INVITATION TO BID

Disposal of one (1) Motorcycle Vehicle

1. The Embassy of the Republic of the Philippines in Jakarta, Indonesia intends to dispose one (1) unserviceable motorcycle vehicle on an "As-is-Where-is" basis without warranty or recourse described as follows:

Description	Location	Minimum Bid
Suzuki Smash Motorcycle FD110XCSD (<i>Photo of the Equipment attached</i>)	Philippine Embassy, Jl. Imam Bonjol 8 Menteng Jakarta Pusat	Five Hundred Thousand Rupiah (IDR500,000.00)

2. Inspection of the unserviceable properties may be done from 13 to 20 March 2023 between 8:00 AM to 4:00 PM (Except 18 and 19 March 2023).
3. Interested bidders may obtain further information and/or set-up an appointment to inspect the item from:

Mr. JULIUS P. CALISIN
Property Officer and Attaché
Tel. No. : 3100334
Email : julius.calisin@dfa.gov.ph
4. All bids must be received on or before 20 March 2023, Monday at 5:00 PM.
5. Interested bidders are required to submit their signed bidding documents and bid quotation form which could be obtained from the Philippine Embassy in Jakarta.
6. The Philippine Embassy in Jakarta reserves the right to reject and all bids, declare a failure of bidding, or not award the contract at any time prior to the contact award without incurring any liability.

Jakarta, 13 March 2023

By Authority of the Bids and Awards Committee (BAC)


GLENN JOSEPH D. TEH
Chairperson, Disposal Committee

INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS OF SALE

1. Introduction

- a. The Philippine Embassy in Jakarta, Indonesia (hereinafter, the SELLER), will receive bids for the public auction of one (1) lot of unserviceable properties as described in the attached list on an "As-Is-Where-Is" basis.
- b. This Section provides instructions to the bidders for the Public Bidding. The Seller may issue special instructions to bidders and may require additional documents from the bidders.

2. Cost of Bid

- a. The Bidder shall bear all costs in the preparation and delivery of their bids and the Seller shall in no case be responsible or liable for such costs, regardless of the outcome of the bidding process.

3. Time and Place for Inspection and Receipt of Bids

- a. Inspection of the motorcycle may be done on 13 to 20 March 2023 between 10:00 a.m. and 3:00 p.m. at the Philippine Embassy, Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia.
- b. Bids will be received on or before 20 March 2023, 5:00 p.m. at the Philippine Embassy, Jl. Imam Bonjol 8 Menteng Jakarta Pusat Indonesia. Bids submitted after the designated time and date will not be accepted.

4. Eligible Bidder

- a. The following local or foreign persons shall be eligible to participate in this bidding:
 - i. Natural (individual) persons; and
 - ii. Sole proprietorships, partnership, and corporations duly organized under the laws of Indonesia.

5. Subject of Bid

- a. Bids shall be for the disposal of one (1) unserviceable motorcycle vehicle of the Philippine Embassy in Jakarta on an "As-Is-Where-Is" basis described as follows:

Description	Location	Minimum Bid
Suzuki Smash Motorcycle FD110XCSD (<i>Photo of the Equipment attached</i>)	Philippine Embassy, Jl. Imam Bonjol 8 Menteng Jakarta Pusat	Five Hundred Thousand Rupiah (IDR500,000.00)

6. Bid Information

- a. No Philippine government official and employee shall directly or indirectly give, nor shall any prospective or intending bidders be entitled to, any information regarding the bidding or on the prospective bidders, other than what is contained in the Bidding Documents.

7. Preparation of Bid

- a. Bidders shall submit (1) bid envelope containing the required documents for the bid; and
- b. The envelope shall contain the following documents:
 - i. Copy of Passport Data page or National ID of the Bidder;
 - ii. Business Registration Certificate, if applicable;

- iii. Duly signed Instruction to Bidders and Terms and Conditions of Sale; and
- iv. Accomplished Offer to Bid Form.

8. Bid Currency

- a. In all bids, prices shall be express in written words and figures in Indonesian Rupiah (IDR). In case the discrepancies between prices in words and figures, the prices in words shall be considered as the bid price.

9. Defective Bids

- a. At the time of opening of bids, a bid shall be considered defective in any of the following cases:
- b. Not properly filled-out form (e.g. unsigned bids); and
- c. Lacking in any of the documents required in clause 7.

10. Failure of Bidding

- a. The Seller shall declare the bidding a failure in any of the following cases:
 - i. There is no bidding participant; il)
 - ii. All bidders fail to comply with the Terms and Conditions of Sale as prescribed in the Instruction to Bidders; and
 - iii. Complying bidders failed to meet the minimum bid price.

11. Award of Contract

- a. Award shall be made to the highest complying bidder;
- b. No transfer and/or assignment of Award or Contract shall be allowed;
- c. The Award shall be cancelled, and rendered ineffective if the winning bidder fails to secure, sign or acknowledge the Notice of Award or Contract, within seven (7) calendar days after receipt of written advice; and
- d. If the Award is cancelled or rendered ineffective, the Award will be given to the 2nd highest complying bidder.

12. Payment

- a. The full amount covering the awarded item shall be paid in full by the winning bidder in the form of cash payable to the Philippine Embassy in Jakarta, within seven (7) calendar days upon receipt of the Notice of Award.
- b. No other form of payment shall be accepted; and
- c. In case of failure of full payment within the prescribed period, the award will be cancelled.

13. Release/Haulage of Awarded Lot

- a. After payment, the awardee shall pick-up and transport the unserviceable properties within seven (7) calendar day, during regular office hours (8.00 um. - 5:00 p.m.), Monday to Friday.

14. Taxes, Customs Duties, Cost or Charges, Insurance

- a. The winning bidder shall pay, in addition to the purchase price, any and all taxes custom duties, costs or charges of any kind or nature whatsoever levied or to be levied in connection with the sale of the unserviceable properties by competent authorities of the Government Indonesia; and
- b. All expenses incidental to the pick-up and transportation of the unserviceable properties shall be borne by the winning bidder.

15. Acceptance of Bid and Waiver of Rights to Enjoin Protest

- a. The bidder after having submitted the Bidding Documents, has deemed accepted the terms and specifications established by the Seller and therefore waive any rights it may have to seek and obtain a writ of injunction or prohibition or restraining order against the Seller, to prevent or restraining the bidding process or any proceedings related thereto, the negotiation or award of the contract to the winning bidder and the implementation of the awarded contract.

Conforme:

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative/Date Signed

Address

Passport or National ID no.

Mobile/Telephone No.

Email Address

Bid Form

Date:

To: Philippine Embassy in Jakarta, Indonesia Gentlemen and Ladies:

In response to your Invitation to Bid and in accordance with the stipulations of the Instruction to Bidders and Terms and Conditions, which I duly signed and submitted as part of my eligibility documents, hereunder is my bid:

Unserviceable Motorcycle of the Philippine Embassy in Jakarta
TOTAL BID AMOUNT IN FIGURES:
TOTAL BID AMOUNT IN WORDS:

I have seen and inspected the above item, and my bid is based on my own estimate.

Very truly yours,

Conforme:

Printed Name of Bidder/Business Name

Printed Name and Signature of the Authorized Representative/Date Signed

Address

Passport or National ID no.

Mobile/Telephone No.

Email Address

To : **JAKARTA PE**
Fr : **OAMSS**
Cc : **UA; OFMS**
Re : **Authority to Dispose of Unserviceable Motorcycle Vehicle**
Dt : **09 March 2023**
Cn : **DJ-76-OAMSS-2023**

With reference to ZDJ-243-2023 dated 24 February 2023, attached is a copy of OAMSS Memorandum OAMSS-PSSD-2023-03-001 dated 28 February 2023, with the approval of the Acting Undersecretary for Administration on Post's request for authority to dispose its unserviceable motorcycle vehicle, as listed in Post's Inventory & Inspection Report of Unserviceable Property (I&IRUP).

Post is requested to comply with the disposal procedures and submit to OAMSS a duly **accomplished report** of the disposal, in two (2) original sets of the documentary requirements for record purposes to facilitate the deletion of the item from the Department's Book of Accounts.

For Post's information and appropriate action.


MEDARDO G. MACARAIG
Assistant Secretary

RECEIVED
By JPE-CO at 10:35 am, Mar 10, 2023

Encls: a/s.

Department of Foreign Affairs
Office of Asset Management and Support Services
RECEIVED
09 Mar 2023
ELECTRONIC COMMUNICATIONS SECTION




DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-PSSD-2023-03-001

MEMORANDUM FOR THE UNDERSECRETARY FOR ADMINISTRATION

CC : THE ASSISTANT SECRETARY, OFMS
THE RESIDENT AUDITOR, COA

FROM : 
MEDARDO G. MACARAIG
Assistant Secretary

SUBJECT : **Jakarta PE's Request for Authority to Dispose its
Unserviceable Motorcycle Vehicle**

DATE : 28 February 2023

This is with reference to ZDJ-243-2023 dated 24 February 2023, on Jakarta PE's request for authority to dispose its unserviceable motorcycle vehicle (Suzuki Smash FD110XCSD) as listed in the enclosed Inventory and Inspection Report of Unserviceable Property (I&IRUP).

Jakarta PE intends to dispose of its unserviceable motorcycle vehicle through Public Bidding/Auction, in accordance with the rules and regulations of the Department and COA Circular 89-296. Should it fail twice, Post may then proceed through other modes of disposal in sequential order for justifiable reason.

Post also submitted the following documents in support of its request for authority to dispose its unserviceable motorcycle vehicle:

1. Office Order of Disposal Committee;
2. Inventory and Inspection Report of Unserviceable Property (I&IRUP);
3. Bidding documents;
4. Disposal Committee Resolution;
5. Checklist for Unserviceable Motorcycle Vehicle; and
6. Current photographs of the property.

Upon evaluation of the abovementioned documents submitted by Post, OAMSS recommends to the Acting Undersecretary the approval of the request for authority to dispose of said motorcycle vehicle.

By the authority of the Secretary of Foreign Affairs:

APPROVED **DISAPPROVED**


JESUS S. DOMINGO
Acting Undersecretary

Encls.: As stated.